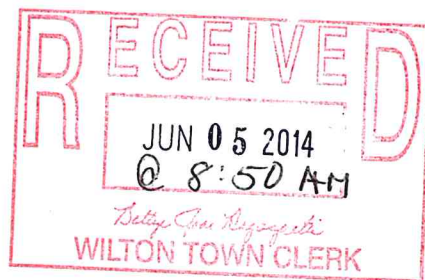




Fire Commission
236 DANBURY ROAD
WILTON, CONNECTICUT

Minutes of Regular Meeting
Training Room

May 7, 2014



Present: Fire Commission
Commissioner Gary Mecozzi - Chairman
Commissioner Troy Ellen Dixon
Commissioner Richard G. McCarty

Fire Department Personnel

Deputy Chief Mark Amatrudo; Firefighter Dave Chaloux; Firefighter Bryan Montgomery; Apparatus Supervisor Ralph Nathanson, Lieutenant Gregg Kitik, Firefighter Glenn Johnson; Firefighter Jim Blanchfeld; Firefighter Pat Garber

Others

Sarah Taffel*; Chris Gardner*

*Present part of the meeting.

- A. **Call to Order:** Chairman Mecozzi called the meeting to order at 1900 hours.
- B. **Approval of Minutes:** On a **MOTION** duly made and seconded the Commission unanimously approved the Minutes of Regular Meeting held on April 2, 2014 with minor non-material edits.
- C. **Monthly Reports**

Report of the Deputy Chief: Deputy Chief Mark Amatrudo delivered the Monthly Deputy Chief's Report dated May 7, 2014 (copy attached).

Station 2 potable water storage tanks are in place and in service. The tanker that has been in place will be removed. Station 2 repairs and maintenance items continue to move towards completion with the focus now moving to exterior items.

Total incidents for month of April at 111, down from the same month in prior year by 10% and notably the EMS calls were significantly lower moving from 62 in 2013 to 44 in 2014. Year to date incident volume is up approximately 10% principally in the area of fire and alarm calls.

Other significant highlights included:

- Hurricane/Functional Needs Drill – Considerable planning is taking place for this June 23, 2014 statewide drill. WVAC and Wilton CERT are involved in the planning to assure proper coordination.
- Vehicle Corrosion – Apparatus Supervisor Ralph Nathanson was interviewed by The Wilton Bulletin for a story on vehicle corrosion issues. Such article was very well received. Chairman Mecozzi thanked Apparatus Supervisor Nathanson for his work in bringing the corrosion issue to the forefront of discussions and commented that his work went a long way towards gaining budget support for the replacement of Engine 3 in the FY2015 budget.
- Radios versus Smartphones – A meeting was held with Selectman James Saxe to discuss the pros and cons of using so-called push-to-talk smart phones versus radios. It was noted that Selectman Saxe works for AT&T.
- Training – The Deputy Chief and two Captains attended social media training and the impact on the fire service at the Connecticut Fire Academy. Several Wilton agencies in addition to Fire attended the Harvard National Preparedness Leadership program provided by DEMHS.
- Budget – The FY2014 budget for vehicle maintenance and parts/supplies continues to exceed budgeted for amounts by approximately \$2000. The vehicle repair/maintenance budget is also nearly expended. It appears that excess required spending in these accounts will be offset by lower than budgeted spending in other accounts.
- New Engine – An ‘in process inspection’ for the new engine tanker will take place in the coming weeks at the manufacturing facility of Marion Body Works in Wisconsin. The New Truck Committee has completed its new equipment list for this new tanker and 3 bids have been received which are within budget. A broker will be engaged to sell the old tanker with the sale process commencing after the new tanker is placed in service.
- ISO Rating – Received a report on the finalization of the Town's ISO rating and a number of questions were sent to ISO in response.
- Fire Marshal – The monthly report of the Fire Marshal (copy attached) was received and reviewed.
- Apparatus Supervisor – The monthly report of the Apparatus Supervisor (copy attached) was received and reviewed.

- D. **Old Business:** The Commission continued its on-going review of Station 2 maintenance and repair issues. Chairman Mecozzi noted that Commissioner Dixon had agreed to serve as part of a building committee to determine alternatives for a remodeling of the Station 2

facility including a prioritized list of remodeling procedures, cost estimates, etc., with the goal of bringing a recommendation to the FY2016 budget process. The committee would also include fire personnel representatives and the apparatus supervisor in conjunction with various other town agencies including the Department of Public Works and Facilities.

Chairman Mecozzi reported that some headway has been made in addressing dispatch related issues with the Police Department and the Chairman counterpart from the Police Commission. He reported that some issues appear to be the result of difficulties with Next Gen and the CAD/Run Card system. A meeting is planned with representatives of the Next Gen and both agencies. He also noted that the Firehouse Software also needed updating.

Chairman Mecozzi updated the Commission on the search for an interim Fire Chief. He noted that significant progress had been made and that he hoped an announcement would be made before the next regular Commission meeting in June.

- E. **New Business:** The Commission welcomed Wilton Volunteer Ambulance Corps, Inc. President Christopher Gardner. President Gardner addressed the Commission seeking to have access to 2 garage bays within fire headquarters. He described how due to a recent malfunction of the bay door at the ambulance facility, WVAC and the medic had a delayed response to a call. In light of that incident, President Gardner was seeking to gain access to a second bay at fire headquarters. It was noted that currently WVAC has access to one bay for storage of a WVAC back-up ambulance vehicle at Fire headquarters. President Gardner referred the Commission to an April 2012 lease agreement between WVAC with the Town of Wilton which provides in pertinent part as follows:

The Tenant (WVAC) shall have the non-exclusive right to the use of two bays in the adjacent Fire Headquarters building to be designated from time to time by the Fire Chief in order to park its primary operational vehicles, subject to the annual approval of the Town through its Fire Commission. Adequate notice, not to be less than two weeks, shall be provided to the Tenant (WVAC) as to the date of the meeting at which the Fire Commission shall be discussing the Tenant's right to use two bays of the Fire Headquarters building. Notwithstanding the aforesaid, the Fire Chief shall maintain operational control of the bays.

Chairman Mecozzi advised President Gardner that the Commission had only been advised of this request in recent days, had not seen the full referenced lease agreement or the referenced provision and required an opportunity to review the lease agreement and consider the impact of the request on fire operations. Several questions were posed by the Commission concerning the ability of the Fire Department to manage WVAC vehicles stored in the bay(s), specifically the ability to move all vehicles in-and-out as needed. An issue arose concerning the ability of Fire personnel to move the back-up medic vehicle due to what President Gardner referred to as security related issues applicable to controlled substances and other non-controlled substances stored in the vehicle, referencing protocols established by Alan Henschke, Director of EMS, Norwalk Hospital. The issue was further discussed including questions around existing security procedures

for such substances, limiting access to vehicle keys to the Fire Department on-shift commanding officer and other protocols for moving the vehicle(s) when necessary. No immediate solution to the access concerns was identified and it was President Gardner's view that the vehicle containing such substances could only be driven by a WVAC officer or medic personnel.

Apparatus Supervisor Nathanson commented that in the not distant past a fire had broken out in a WVAC ambulance stored in a bay at Fire headquarters demonstrating the need for access to vehicles in the event of a requirement for the vehicles to be moved. He went on to comment that access was critical to protect the several million dollars' worth of equipment stored in the Fire headquarters facility and the several Fire Department vehicles stored in the bays and outdoors immediately adjacent to the facility.

After additional discussion and exchange of ideas Chairman Mecozzi thanked President Gardner for coming to the meeting, noted that no decision could be made at this time and additional discussions would likely take place as the Commission became more familiar with the request.

Firefighter Dave Chaloux, President of Local 2233 of the IAFF, presented the Commission with a letter dated May 7, 2014 (copy attached). Firefighter Chaloux addressed the Commission with respect to carryover vacation time and the impact of understaffing since December 1, 2012. Officers and firefighters have been doing an exceptional job in filling shifts to maintain operational supervisor positions for each shift. It has been a great effort by all members of the Department and the membership is prepared to continue this great effort going forward until the promotion process is moved forward. Firefighter Chaloux requested that consistent with the terms of Article 13, Section F of the Collective Bargaining Agreement the Chief and Commission approve carryover of unused vacation. The Commission expressed its support for such a request and Chairman Mecozzi noted that to approve such request the Commission would need to be presented with a listing by member of the proposed carry over vacation time requested.

F. **Executive Session:** The proposed Executive Session was not held.

G. **Public Comment:** Firefighter Chaloux inquired as to the prospect that the Department would have an interim chief. Chairman Mecozzi responded referencing an expected forthcoming announcement and that the Personnel Search Committee and the Commission after consideration viewed the interim process as the most appropriate way to proceed at the current time.

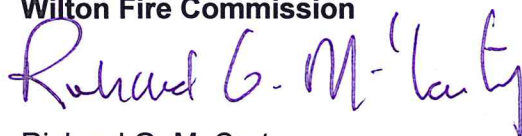
Firefighter Johnson questioned the role of an interim Chief in the promotion process. The Commission responded that it recognized the issues associated with the role of an interim Chief in the promotional process and that it also recognized the need to have discussions with the bargaining unit around that role in the promotion process. The Commission stated that it recognized the importance of moving the promotional process forward across all ranks and all positions and it would be among the top priorities once a chief officer is in place.

H. **Adjournment:** Upon a **MOTION** duly made and seconded, Commission voted

unanimously to adjourn at 1945 hours.

Respectfully submitted,

Wilton Fire Commission



Richard G. McCarty
Commissioner and Secretary

attachments



Wilton Fire Department

Memorandum

Date: May 7, 2014
To: Commissioner Gary Mecozzi, Commissioner Troy Ellen Dixon,
Commissioner Rich McCarty, First Selectman Bill Brennan
From: Deputy Chief Mark Amatrudo
Subject: *Monthly Report – April 2014*

A few of the most significant items for the month were:

1. **Station 2 Water** – The two 2,000 gallon potable water plastic tanks have been delivered, connected and are in use. The tanker will be removed in the coming week.
2. **Station 2 Repairs & Maintenance List** – Progress continues to be made on the list. During the month, the chimney was rebuilt and final electrical work completed. The remaining exterior items are scheduled to be started later this week.
3. **Planning for June 23rd Statewide Hurricane/Functional Needs Drill** – Significant planning work is being done to ensure that appropriate scheduling and execution of the drill take place.
4. **Emergency Planning For Long-Term Care Facilities** – In connection with the statewide drill referenced above, Mike Vincelli (Health Department) and I attended this ½ day program provided by Russell Phillips Consulting, the firm that developed the emergency action plans for the Connecticut facilities. They provided an overview of long-term care facility emergency planning, mutual aid plan review and there was an opportunity to meet with managers of certain long-term care facilities.
5. **Active Shooter Tabletop Exercise** - Assisted DEMHS and the City of Norwalk, serving as an evaluator when they conducted an active shooter tabletop exercise for 19 public schools.
6. **Budget Meetings** – Apparatus Supervisor Nathanson and I attended the April 9th Bonded Capital Projects Budget Presentation and the Town Budget Presentation last night. At both, Ralph displayed information and/or examples of the rust/corrosion problems we are experiencing with our apparatus and answered

questions. We are cautiously optimistic that our replacement for Engine 3 will be approved in the public voting on the budget.

7. **Bulletin Article** – In advance of the Town Budget meeting, Apparatus Supervisor Nathanson was interviewed by the Wilton Bulletin regarding our vehicle rust/corrosion issues, and the need to replace Engine 3. The resulting article was well received.
8. **Radios vs. Smart Phones** – In connection with questions and conversations during the budget review process, we met with Jim Saxe to discuss the pros and cons of replacing some of our public safety radios with push-to-talk smart phones in connection with the FY 2016 and 2017 capital spending plans.

• **Incidents & Response Related**

	Apr. 2014		Apr. 2013		YTD 2014		YTD 2013	
	#	%	#	%	#	%	#	%
Fires & Alarms	25	23%	19	16%	123	23%	76	16%
EMS	44	40%	62	50%	226	43%	230	48%
All Other	42	37%	42	34%	175	34%	173	36%
Totals	111	100%	123	100%	524	100%	479	100%

- Total incidents for the month of April 2014 were 111, which is slightly below recent months' incident volume, and the same month of the prior year. Compared to the same month in the prior year, there was a sizeable decrease in EMS calls. We reviewed the details of the incident volume. No specific reason for the drop in incidents was evident, nor do we consider this to be a trend.
- Year to date, incident volume increased by 9%, with the significant increase in Fire & Alarm incidents. The specific area of increase was in "fire/smoke alarm activation, no fire/smoke found". Again, we do not consider this to be a trend but will monitor both areas in the coming months.
- Significant Incidents during the month included:
 - **April 11th** – Mutual aid response to Weston Middle School (135 School Road). On arrival, Engine 4's Haz-Mat Techs assisted with chemical leak in pool area.
 - **April 14th** – Regional Haz-Mat Team activation - suicide by Potassium Cyanide. On arrival, members assisted Fairfield Fire Department with Level A scene entries and decontamination operations.
 - **April 19th** – Mutual aid house fire response to 8 Langer Lane in Weston.

Officers Meeting

The April officers' meeting was held on April 3rd. Our next meeting is scheduled for Monday, May 12th.

• **Training**

- A total of 383 hours of training took place during the month which is well above our monthly goal of 315 hours. Training included:
 - 41 Hours of EMS training
 - 78 Hours of Haz-Mat and meter training
 - 6 Hours of Dive Team and water rescue training
 - 32 Hours of company and chief officer training
 - 226 Hours of regular on-duty training
- **Social Media Training** – Along with two Captains, I attended seminar at the Connecticut Fire Academy on Social Media and Digital Image Issues In The Fire Service.
- **National Preparedness Leadership Training** – Participated, along with 7 others representing Wilton Emergency Management, Police, CERT, etc., in the Harvard - National Preparedness Leadership training program provided by DEMHS.
- **Web EOC** – Evaluated the latest revisions to the Web EOC software used in the emergency operations center to communicate with Region 1 and the State EOC.

• **Special Teams**

- The Dive Team report has not yet been received.
- The Haz-Mat Team report has not yet been received.

• **Apparatus & Equipment**

- **Monthly Report -**
 - The Apparatus Supervisor's monthly report has been attached.
 - All apparatus are in service.
- **Spending** - As of this date, we are \$2,000 over our annual budget for Vehicle Maintenance and Parts/Supplies Expense. There is less than \$9,000 remaining in our outside Vehicle Repair/Maintenance expense budget. The non-safety related corrosion repairs still need to be made this fiscal year, so we expect to be over budget in both accounts. Over spending in these accounts will be offset by spending levels below budget in other expense accounts.

- **New Engine-Tanker –**
 - The cab and chassis and body are en route from the manufacturer (Michigan) to Marion Body Works (Wisconsin), where the body and pump modules will be attached.
 - The Committee finalized the list of equipment to be purchased in connection with the commissioning of the new engine-tanker and sent it out for bid. There were 3 bids received and the total of the lowest quoted prices for each item we specified is just over \$28,000. We had estimated and planned for approximately \$30,000 of new equipment purchases.
 - Our “in production” inspection trip will take place next week (May 13th to 15th) to inspect the semi-completed cab/chassis, body and pump module before they are mated at the factory.
 - Completion of the vehicle is still expected to be June 2014.
 - The costs are still within budget.
 - **Sale of 1994 Engine Tanker –** Based on the information available and the research performed, it is believed that this vehicle will probably sell for \$65,000 (after brokerage commission of between 7% and 10%). We have informed the broker that our asking price will be \$75,000 and will commence with the marketing and sales process starting in a few days.
- **Communications, IT & Apparatus Mobile Computers**
 - **NexGen CAD –** We continue to monitor incidents and incident information not transferring automatically from NexGen to Firehouse through the CAD Monitor software. Personnel were reminded to be diligent about completing the CAD/Dispatch Issue Reports.
 - **Firehouse Software Updates –** Before we can have an in-depth evaluation of the NexGen to Firehouse incident transfer problem, our Firehouse and CAD Monitor software must be brought up to date. We are awaiting that to be completed by the Wilton IT Department.
 - **Dispatch Issue Reporting –** The Dispatch Issue Report process continues. The meeting between the Fire and Police chiefs and Commission Chairmen continue to be held.
 - **iPad MDT Application –**
 - The iPad with the new NexResponder software installed in Engine 1 seems to be more widely accepted than the MDT's were. The general familiarity that most of our personnel have with the iPad surely contributes to the acceptance level we are seeing.

- The previously reported problem of the hydrants and incident location street numbers not appearing has been fixed, with the exception of one area of town.
 - Although NexGen staff attempted a few corrective changes, the incident location pictures still not appearing on our dispatch screens. We were informed yesterday that NexGen hired an additional developer to work on the NexResponder software issues. We will continue to monitor and report on this important issue.
 - **CAD/Run Card** – We have continued to research both how the original Run Card system was constructed and how they now run in the NexGen CAD system. There is no doubt that changes have to be made, however, we will not recommend any significant changes or propose rewriting them until we have sufficient understand of the system, it's strengths/weaknesses and the impact that any changes will have on our operations. We will work toward finalizing research and flowchart documentation of the Run Card system, then make an informed recommendation as to the changes that should be made to it.
 - **EMS Call Response** – Discussion of this issue was postponed due to higher priority items at the April meetings, but is expected to be a discussion item at upcoming meetings amongst the chiefs and commission chairmen of the Police and Fire Departments during May.
- **Facilities**
 - **Station 2**
 - **Repairs & Maintenance List** –
 - As stated earlier, progress has been and continues to be made on the list. Only exterior items are left to be completed.
 - **Remodeling Project** –
 - It appears that the best way to address this project would be to perform an evaluation of the Station 2 building and mechanical/water/septic systems, develop a prioritized list of remodeling procedures, have cost estimates developed and plans drawn up and then present the whole project in connection with the FY 2016 budget submission. Currently, \$600,000 is in the Capital Plan for this project in FY 2016 and \$400,000 is in FY 2017.
 - This process might best be conducted through a committee made up of one Fire Commissioner, a representative from each shift (including at least one company officer), Ralph (because he is involved with

buildings and repairs as part of his job, and maybe Tom Thirkettle (as a representative of the Town or the person hired as Town Facilities Manager).

- **Other Items**

- **Sick/Injury** – No firefighters are presently out on injury or extended sick leave.
- **Emergency Management**
 - Attended Regional Planning Team (RPT), DEMHS and related meetings, where necessary.
 - Developed a list of the 2013/2014 updates needed for the Wilton Town Local Emergency Operations Plan (LEOP).
 - Continued to assist CERT in the purchase of their new response/towing vehicle.
 - Worked to complete the Region 1 Collaboration Grant (HSGP) Memorandum of Agreement and submit for Board of Selectmen approval.
- **ISO Rating** – We received the report on the finalization of our ISO rating. After reviewing it, I had a number of questions. Those were recently forwarded to our ISO Field Examiner and a response is expected soon.

Wilton Fire Department
Monthly Apparatus Supervisor's Report
April 2014

1) Preventative Maintenance Performed

- Generators checked
- C-2 Snow tires removed, brake inspection
- C-5 Replace headlight
- T-5 Adjust and tighten right rear wheel cover hardware

2) Repairs Performed (Inside & Out)

- E-2 Install new "B" foam tank gauge
- E-3 Repaired crack in exhaust
- E-4 Repair drivers door latch
- T-5 Officer side cab lift cylinder replaced, new radiator cap

3) Apparatus Out of Service

- All apparatus in service

4) Other Apparatus Issues and Items of Interest

- E-2 Chassis/component rust, provided display for town meeting
- Batteries replaced in air packs
- Repair fill door (Stark Compressor)
- Stihl chain saw scrapped, not repairable

5) Pending Items

- E-1 Foam level gauge
- E-3 Re-upholster seats, front tires
- E-1/2 Warranty (body and paint)

[illegible]

Comments:

2 special events insp



Wilton Fire Fighters
Local No. 2233 • P.O. Box 791 • Wilton, CT 06897

Deputy Chief Mark Amatrudo
Wilton Fire Department
236 Danbury Road
Wilton, CT 06879

May 7, 2014

Deputy Chief;

Since December 1, 2012, the Wilton Fire Department has been operating understaffed at the Line Officer level; three of the eight Line Officer positions are vacant. Our remaining Captains and Lieutenants have been doing an exceptional job filling shifts to maintain the operational supervisor positions on each shift.

Currently, because of the absence of a Chief and even with the anticipated start of an Interim Chief, there is no solid timeframe for holding a promotional process to fill out the staffing of officers. Our officers are prepared to continue to fill those shifts when needed for as long as it takes.

Traditionally, May and June are months that members use a large portion of vacation time. To ease the burden to fill Line Officer positions, Local 2233 is proposing to allow the Captains and Lieutenants to carry over vacation time into the next fiscal year (FY 2015) should they elect to do so.

According to the current Collective Bargaining Agreement; Article 13, Section F states, under "exceptional circumstances" the Chief and the Fire Commission may grant such carry over; The past year and a half have certainly been exceptional circumstances.

We appreciate your consideration of this matter should any officer elect to carry over vacation time.

Sincerely,

Dave Chaloux
President
Local 2233, IAFF

Cc: Gary Mecozzi, Chairman; Wilton Fire Commission
Rich McCarty, Wilton Fire Commissioner
Troy Ellen Dixon, Wilton Fire Commissioner